



PROBATION AND PAROLE BUREAU STANDARD OPERATING PROCEDURES

Procedure No.: P&P 20-8	Subject: BOMB THREAT PLAN
Chapter 20: PERSONNEL	Page 1 of 2
Signature: /s/ Mary Fay	Revision Date: 07/02/01
	Effective Date: 06/01/00

I. BUREAU DIRECTIVE:

Probation and Parole Bureau employees will follow established procedures to respond effectively and safely to bomb threats and actual bomb situations without jeopardizing the safety of the staff, public and offenders.

II. AUTHORITY:

46-23-1004, M.C.A. *Duties of the Department*
DOC 3.2.1 *Emergency Preparedness*

III. DEFINITIONS:

None

IV. PROCEDURES:

A. Telephone Bomb Threats

A telephoned bomb threat can be real, intended as a diversion, or a hoax. Staff receiving such a call has no way of knowing which circumstance applies. A telephone bomb threat usually is made quickly, so the staff person receiving the call must make every effort to obtain as much information as possible in a short period of time. This information will be reduced to writing as soon as possible to prevent the staff member involved from forgetting any pertinent details, such as the following:

- time and date of call
- peculiar or identifiable accent of caller, if any
- gender of caller
- exact language used by caller
- location of the device, if stated
- time set for detonation, if stated
- description of device or packaging
- reason for call or threat
- Any identifiable background noises or “off-phone” voices

B. Written Bomb Threats

Procedure No.: P&P 20-8	Chapter: Personnel	Page 2 of 2
Subject: BOMB THREAT PLAN		

If a written bomb threat arrives by mail, that document becomes a very important piece of potential physical evidence. When the threat is discovered, the item should be handled by as few people as possible and carefully preserved. The notification process will be same as for a telephone threat.

C. Notification of Authorities

An up-to-date listing for local law enforcement agencies and the Fire Department will be maintained by each Probation and Parole Office to allow immediate notification in the event of a bomb threat.

Staff should never attempt to move, deactivate or otherwise tamper with a suspected explosive devise. Should an explosive devise actually detonate in an office, primary considerations will be to care for the injured and guard against further injury.

The following procedure will be implemented in the event of a telephoned bomb threat at a Probation and Parole office:

PROCEDURES:

RESPONSIBILITY:

- | | |
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| 1. Make every effort to obtain as much information as possible from the caller. | Staff person receiving the telephone call |
| 2. Immediately notify your supervisor, if he/she is in the same office. If not, proceed to step 3. | Office supervisor or staff person receiving the bomb threat |
| 3. Evacuate the office and notify local law enforcement. | Office supervisor or staff person receiving the bomb threat |
| 4. Notify other offices in the building and advise to evacuate. | Office supervisor or staff person receiving the bomb threat |
| 5. After all persons are evacuated from the office/building, at the earliest convenience, notify the Probation and Parole Bureau Chief or Community Corrections Division Administrator | Office supervisor or staff person receiving the bomb threat |

V. CLOSING: Questions concerning this procedure shall be directed to the Regional Administrator or Probation and Parole Bureau Chief.